

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 1940

### Field Office Distribution

Notices are available on Internet at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at [http://165.221.16.90/dam/handbooks/eds\\_index.htm](http://165.221.16.90/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1279 3-20-03	Queries for Mid-Year FY 2003 Work Measurement and Workload Automated Unit Counts	State and County Offices
AS-2059 3-21-03	Inappropriate Storage of Records	National Office FAS, RMA, and FSA Employees
AS-2060 3-24-03	Continuation of Loan and Non-Loan Program Records Retention	FSA Offices
AS-2061 3-24-03	Continuing Tobacco-Related Records Retention	FFAS National Office Employees and FSA and RMA KC Employees
BU-643 3-21-03	April 2003 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-460 3-17-03	Properly Establishing an Estate in the Service Center Information Management System (SCIMS)	State and County Offices
CN-951 3-24-03	Effective Date for Revised Calculations of Upland Cotton Loan Repayment and LDP Rates	Cotton State and County Offices, LSA's, CMA's, and Cotton Clerks

**National Procedure Checklist No. 1940 (Continued)****Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
DAP-156 3-17-03	Price and Yield Data for 2001/2002 Crop Disaster Program (CDP)	State Offices and Service Centers
DCP-72 3-19-03	Use of Register and Action Required for Undesignated Peanut Acreage and Yields	State and County Offices
FLP-297 3-25-03	Lifting of FY 2003 Farm Loan Allocation Targets	FSA Offices
IRM-337 3-24-03	New TelTrak2 FSA FTS2001 Billing Report Website	State and County Offices
PM-2355 3-19-03	54 <sup>th</sup> Annual William A. Jump Memorial Award	RMA, FAS, and FSA Employees
PM-2356 3-24-03	Rights and Benefits of Reservists Called to Active Duty	FAS, RMA, and FSA Employees
TB-1076 3-18-03	Tobacco Payment Program (TOPP) Application Approval and Software Procedures	Tobacco State and County Offices

**Permanent Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
25-AS (Rev. 3) Amend. 15 3-11-03	State and County Office Records Operations	State and County Offices and KCMO
1-CM (Rev. 3) Amend. 9 3-18-03	Common Management and Operating Provisions	All FSA Offices

## National Procedure Checklist No. 1940 (Continued)

### Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA PN Issue No. 161	3-19-03	State and County Offices
FSA PN Issue No. 162	3-19-03	State and County Offices

### Obsolete Directives

None

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms site at <http://165.221.16.90/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and these actions may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or email to [angela\\_coln@wdc.fsa.usda.gov](mailto:angela_coln@wdc.fsa.usda.gov).

**National Procedure Checklist No. 1940 (Continued)****State Office Reports Calendar**

The reports due in April are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
4-4-03	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
4-4-03	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
4-4-03	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
4-4-03	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
4-4-03	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
4-4-03	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
4-4-03	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
4-4-03	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
4-4-03	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
4-4-03	Interim EQIP Progress Report (CEP-60R)	1-CONSV
4-4-03	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
4-4-03	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
4-4-03	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
4-4-03	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
4-4-03	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
4-10-03	Late Voucher Report (NAP-1R)	2-NAP
4-10-03	LA Interest Payment Report (NAP-2R)	2-NAP
4-15-03	Appraisal Certification Program Report (FLP-1R)	1-FLP
4-15-03	NIR Mid-Year Progress Report (FLP-2)	1-FLP
4-15-03	Low Pathogenic Avian Influenza Indemnity Payments	FI-2560
4-30-03	National Security Emergency Records Checklist Report (EIP-59R)	1-DP